



## Town of Selbyville

The Town of Selbyville, Delaware is currently accepting resumes for the full-time position of Assistant Secretary/Treasurer. The Assistant Secretary Treasurer is responsible for the day-to-day financial operations and other administrative duties under the direction of the Town Administrator. A full job description is available on the Town's website at [selbyville.delaware.gov](http://selbyville.delaware.gov).

### **Requirements:**

High school diploma or equivalent

- At least two (2) years of accounting experience
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Municipal experience preferred

In addition to these qualifications, applicants must have a high level of ethics and integrity and have the ability to communicate effectively with the public and work well with Town Council, Town employees and others. Applicants must possess a high level of computer proficiency including knowledge of and experience with Microsoft Office.

Benefits include health, dental and life insurance, State of Delaware Pension Plan and paid vacation and sick leave. Pay will be commensurate with education and experience.

The successful applicant must pass a background check and a drug test. Only applicants that are scheduled for interviews will be contacted. At some juncture of the process, three professional references will be required.

The deadline for consideration is September 29, 2023. To apply, qualified applicants should email a confidential cover letter and resume to the Town Administrator at [townmanager@townofselbyville.org](mailto:townmanager@townofselbyville.org).

**THE TOWN OF SELBYVILLE IS AN EQUAL OPPORTUNITY EMPLOYER**